

Post GradeQuick Progress Reports to Edline

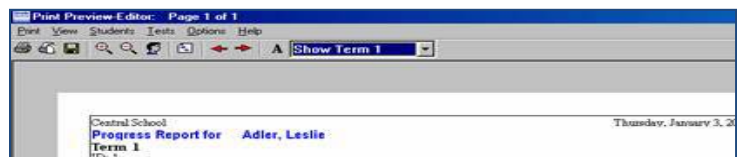
GradeQuick can create reports that can be posted to Edline. There are several different formats depending on desired layout and information to be posted. Depending on the report that you choose, you may want to customize the information that is presented and/or omit some items.

1. Open your GradeQuick class files.
 - Select **Reports, Edline Reports**
 - Select one of the six available reports

Note: Only the **Edline Reports** can be sent to Edline. **Single Term Only** should be chosen for year- long classes.

2. The Print Preview/Editor for the report you chose will open.

- Select the **TERM** you want to post (Term 1 for MP 1, Term 2 for MP 2, etc.)



- Customize the GradeQuick report to display the information you want; see the file: **“Customize Edline Report” to modify your reports.**

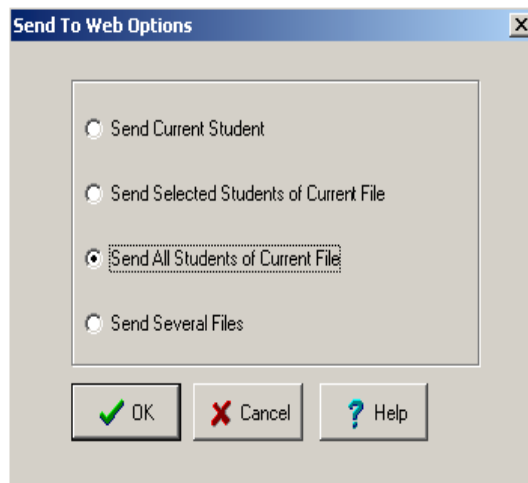
Note: You will not be able to change the **fonts** on Edline reports.

3. Click the world icon in the



toolbar or select **Print, Send to Edline.**

You will see the **Send to Edline Options** dialog box.

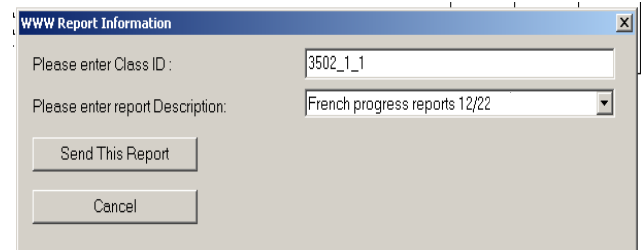


- Select **Send Current Student** to send a report for the current gradebook for only the student who currently appears on the screen.
- Select **Send Selected Students of Current File** to send the students whom you have selected in the *Print Preview/Editor*. See your GradeQuick manual or Help menu for instructions on selecting students to print.
- Select **Send All Students of Current File** to send a report for every student in the current gradebook.
- Select **Send Several Files** to send reports for students in several gradebook files. See below for additional instructions on sending reports for several files.

4. Click OK.
5. You will see the *WWW Report Information* dialog box. The Class ID should already be filled in based on the Class ID entered in your class information fields.

6. Enter a **name for this report**...for example: Computer Progress Report

Note: If you want to keep all past reports (not recommended), give each report a different name, for example: Computers Progress Report Jan 7, 2010, Computers Progress Report Jan 14, 2010, etc. If you want to keep only the latest copy of each report, give the new report the same name as the last report you sent to Edline, to replace the older version of the report.



7. Click **Send This Report**.

Note: If you've previously uploaded a progress report for the class, a drop down box with the folder names from the past should be available. You have a choice of overwriting or renaming your report folder. You'll need to rename it to the date you are posting, if you want to keep both sets of reports.

8. Enter your screen name and password at the Edline login page.
9. You will get a status report telling you the number of reports sent.

View the reports you just sent

1. Go to your class home page by clicking its name in your **My Classes** shortcut box.
2. In the **Contents** box Click the folder for your Progress Reports (or whatever name you gave it)
3. You will see a list of posted reports, click the report you want
4. The name of each student for whom this report was sent from GradeQuick is listed. Click the student's name to see the report. The report will look the same as it did in the Print Preview/Editor in GradeQuick.
5. You can modify the contents of the report on the Edline site. However, the changes that you make will **not** be transferred back to your grade books.

Delete the report files

1. In the **Contents** box Click the folder for your Progress Reports (or whatever name you gave it)
2. Check the ones to be deleted and click the Delete button at the bottom of the screen.